

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2827
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Agency

State Board of Elections

Division/Unit

Item
No.

Description

Retention

1. **State Board of Elections Meeting Materials**

This file series includes State Board meeting agendas, minutes of open and closed meetings, materials sent to Board members prior to the meeting, and other materials distributed at the meeting.

Retain permanently. Transfer to State Archives every five (5) years.

2. **Local Board Meeting Materials**

This file series includes meeting agendas, minutes of open and closed meetings, materials sent to the Local Board members prior to the meeting, and other materials distributed at the meeting.

Retain permanently. Transfer to State Archives every five (5) years.

3. **General Administrative Records and Correspondence – State Board**

This file series includes correspondence with state officials, state and federal agencies, candidates, representatives of political and civic groups, and individuals, as well as publications pertaining to the business of SBE.

Retain for three (3) years; then destroy.

4. **General Administrative Records and Correspondence – Local Boards**

This file series includes copies of correspondence with state officials, state and federal agencies, candidates, representatives of political and civic groups, and individuals, as well as all correspondence, manuals and documents sent by SBE to the 24 Local Boards.

Retain five (5) years; then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date March 13, 2017

Signature Linda H. Lamone

Typed Name Linda H. Lamone

Title State Administrator

Schedule Authorized by State Archivist

Date 7-18-17

Signature Timothy D. Bal

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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State Board of Elections

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Item No.	Description	Retention
5.	<p>Working Files</p> <p>This file series includes all working files of a transitory nature and non-record material on employees' workstations and/or SBE servers that do not fall within another file series in this policy.</p>	Retain five (5) years; then destroy.
6.	<p>IT System Records</p> <p>A. <u>Software Licenses</u></p> <p>B. <u>All other records related to any information technology system managed by SBE, including technical, procedural and IT project management records.</u></p>	<p>A: Retain for term of license plus three (3) years, then destroy.</p> <p>B: Retain for three (3) years after retirement of the system, or until the system is obsolete and/or the records are no longer relevant, whichever is later; then destroy.</p>
7.	<p>Litigation and Legal Advice</p> <p>This file series includes correspondence pertaining to all litigation brought by or against SBE, as well as Opinions of the Attorney General and any formal legal advice rendered.</p>	Retain permanently. Transfer to State Archives every five (5) years.
8.	<p>Policies and Directives</p> <p>This file series includes all policies and directives officially adopted by the State Board or the Administrator in carrying out mandated duties.</p>	Retain permanently. Transfer to State Archives every five (5) years.
9.	<p>Legislation</p> <p>This file series includes all correspondence, memoranda, bills (including budget bills), fiscal notes, and related materials regarding legislation proposed by, or affecting, SBE and/or election administration.</p>	Retain ten (10) years; then destroy.
10.	<p>Regulations Backup Material</p>	Retain as long as regulation is in effect; then destroy.

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Item No.	Description	Retention
11.	<p>Campaign Finance and Candidacy Records</p> <p>A. <u>Federal Financial Disclosure Reports</u></p> <p>B. <u>All documents filed by candidates, political committees, central committees, legislative party caucus committees, or any other person or party in accordance with Title 4 (Political Parties); Title 5 (Candidates); Title 13 (Campaign Finance); Title 14 (Disclosures by Persons Doing Public Business); or Title 15 (Public Financing Act) of the Election Law Article of the Annotated Code of Maryland.</u></p>	<p>A: Retain for six (6) years; then destroy. 2 U.S.C. § 104e(c)</p> <p>B: Retain four (4) years from the date of the election; then transfer to State Archives for permanent retention.</p>
12.	<p>Petitions (New Party, Nominations, Referendum)</p>	<p>Retain ten (10) years; then destroy. Scan any signature pages to State Archives standards, then retain paper and electronic versions for ten (10) years; then destroy.</p>
13.	<p>Accounting</p> <p>This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for special and general accounting records. Accounting records may include all or some of the following:</p> <p>A. <u>General Accounting Records</u></p> <p>Bank Deposit Slips Memoranda of Adjustments Monthly Report of State Funds Collected and Deposited</p>	<p>A: Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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B. Special Accounting Records – Reports of audits conducted by the Legislative Auditors

B: Retain for ten (10) years; then destroy.

C. Special Accounting Records – Reports of audits conducted by persons or agencies other than the Legislative Auditors

C: Retain permanently. Transfer to State Archives every five (5) years.

D. Special Accounting Records – Federal Grant Financial and Administrative Reports

D: Retain for life of grant, plus three (3) years; then destroy.

E. Budget and Fiscal Planning Records

Budget Estimates
Budget Schedule Amendment
Report of Fixed Assets
Request for Positive Action
Budget Papers and Work Sheets

E: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.

F. Payroll Accounting Records

Payroll and Check Register
Payroll Transmittals

F: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.

G. Other Accounting Records

Bank Books, Statements, and Deposit Receipts
Budget Papers and Work Sheets
Delivery Orders and Receipts
Expense Reports
Gas Withdrawal Tickets and Mileage Reports
Paid Bills and Invoices
Periodic Financial Reports to Local/State Agencies
Reconciliation of Accounts Receivable

G: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2827 Page 5 of 11
Agency State Board of Elections		Division/Unit
Item No.	Description	Retention
14.	Purchasing Records This file series includes all standard purchasing forms, as well as other purchasing media, which provide supporting data for special and general purchasing records. A. <u>Federal Grant Purchasing Records</u>	Retain for five (5) years and until all audit requirements have been fulfilled; then destroy. A. Retain for life of grant, plus three (3) years; then destroy.
15.	Personnel Folders This file series applies to HR divisions within the State Government and includes all standard personnel forms, as well as other personnel media (<i>i.e.</i> the Workday Human Resources, Benefits and Time Tracking System), which provide supporting data for both special and general personnel records. Upon selection for employment within SBE or a Local Board of Elections, either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all of some of the following: A. <u>Hired Applicants</u> <ul style="list-style-type: none"> • Appointment Letter • Change of Address Forms • CJIS Background Checks/Criminal History Record Information • Clearance File • Commendations • Contractual Employment • Correspondence Relating to New Appointment • Counseling Sessions • Dismissal • Disciplinary Actions, including <ul style="list-style-type: none"> ○ Charges for Removal ○ Counseling Sessions ○ Suspension Actions • Efficiency Ratings • General Correspondence 	A: Retain for three (3) years after termination of employment; then destroy.

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15.
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- Grievance Actions
- Leave Forms
- Letter of Resignation
- Orientation Program
- Probation
- Promotions
- Resumes
- Retirement
- Retirement Form
- Summer Employment
- Training
- Transfers

A: Retain for three (3) years after termination of employment; then destroy.

B. Non-Hired Applicants

1. Employment Application and References
 - Application of Employment
 - Reference Check
2. CJIS Background Checks/Criminal History Record Information

B1: Retain for three (3) years after hiring decision; then destroy.

B2: Retain for ninety (90) days; then destroy.

16.

Series Not Used

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Item No.	Description	Retention
17.	Equal Employment Opportunity (EEO) & Americans With Disabilities Act (ADA) Records	Retain for two (2) years; then destroy. If employee is involuntarily terminated, retain for two (2) years following involuntary termination; then destroy.
18.	Workers' Compensation First Report of Injury Reports	Retain for five (5) years; then destroy.
19.	Voter Registration <ul style="list-style-type: none"> A. Original voter registration form B. Authorization/request for change of address, name, party, etc. C. Authorization/request to cancel registration D. Rejected applications for voter registration E. Notices returned to election offices by registrants responding to verification or confirmation mailings F. All records generated in the course of producing acknowledgement notices, confirmation mailings, mail verification or any other confirmation of voter status G. Statistical records of registration, voting and file maintenance activity required for biennial reporting to the Election Assistance Commission (EAC). H. Voter Services Access Logs I. Electronic Registration Information Center (ERIC) Records J. Motor Vehicle Administration (MVA) Registration Records 	<p>A-D: Retain 22 months past the first federal election in which the voter was eligible to vote; then destroy. 52 U.S.C. § 20701</p> <p>E-F: Retain two (2) years; then destroy. 52 U.S.C. § 20507(i)(1)</p> <p>G: Retain two (2) years; then destroy. 52 U.S.C. § 20507(i)(1)</p> <p>H: Retain four (4) years or until next legislative audit, whichever is later; then destroy.</p> <p>I-J: Retain pursuant to retention provisions of governing Memoranda of Understanding, plus one (1) year; then destroy.</p>

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State Board of Elections		
Item No.	Description	Retention
20.	<p>Voter Registration Statistics</p> <p>This file series includes records relating to voter registration statistics.</p>	Retain permanently. Transfer to State Archives every five (5) years.
21.	<p>Ballot Materials</p> <p>This file series includes all ballots approved by SBE, specimen ballots filed with SBE by the Local Boards, ballot questions and constitutional amendment publications, candidates lists and related materials.</p>	Retain permanently. Transfer to State Archives every five (5) years.
22.	<p>Ballots and Related Documentation</p> <ul style="list-style-type: none"> A. All voted ballots, paper or machine read B. All provisional ballots and documentation associated therewith C. Rejected or disallowed ballots and documentation associated therewith D. Ballot accounting report E. Spoiled ballots F. Unvoted ballots (pre-printed paper ballots and back-up ballots) 	<p>A-E: Retain 22 months; then destroy.</p> <p>F: Retain until State deadline for initiating contest or recount has passed, plus six (6) months; then destroy.</p>
23.	<p>Voting Location Records Other Than Ballots</p> <ul style="list-style-type: none"> A. List of voters used in each polling place <ul style="list-style-type: none"> a. Precinct register in electronic pollbook b. Back-up paper precinct registers B. Polling place signs C. Records containing voter signature, including any oath executed by voter 	<p>A-O: Retain 22 months; then destroy.</p>

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Retention

23.
(continued)

- D. Any other record reflecting identity of those who cast ballots
- E. Records of challenge to any person's right to vote
- F. Records of implementation of "fail safe" provisions of the National Voter Registration Act (NVRA)
- G. Voter assistance records, identifying both voter assisted and person(s) rendering assistance
- H. Tally sheets, canvass reports, statements of votes
- I. Reports prepared by poll workers at the opening and closing of polls
- J. Reports produced by voting equipment and electronic pollbooks at opening and closing of polls
- K. Records of write-in votes, if cast other than a ballot
- L. Records of ballot images, or ballot sets, produced by voting equipment
- M. Records of poll worker appointment and service
- N. Records of poll watcher/challenger appointment and service
- O. Records of assignment and delivery of voting equipment

- P. Signed Voter Authority Cards (VACs) and documents used during the same day address change process

- Q. Voting system and electronic pollbook data stored on any removable data storage device (e.g., flash drive)

- R. Records of service maintenance to voting equipment at the polling place

A-O: Retain 22 months; then destroy.

P: Retain three (3) years; then destroy. Md. Code Ann. Elec. Law § 2-106(a)(2)

Q: Retain until State deadline for initiating contest or recount has passed, plus six (6) months; then destroy.

R: Retain for life of equipment; then destroy.

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Retention

24.

Absentee Voting Other Than Ballots

- A. Applications for absentee ballots
- B. Envelopes in which absentee ballots are returned, including those returned too late to be counted, but excluding blank secrecy envelopes if such are used
- C. Records of challenges to and rejection of absentee ballots
- D. Records or log of the administration of absentee voting
- E. Undeliverable or surrendered ballots

A-E: Retain 22 months; then destroy.

25.

Voting Equipment Preparation (Voting System and Electronic Poll Books)

- A. Voting system database, election definition, ballot design
- B. Records of programming and testing of voting equipment
- C. Records of programming ("burning") removable data storage devices for voting equipment
- D. Records of pre-election logic and accuracy (L&A) testing of voting equipment
- E. Test deck(s)

A-E: Retain 22 months; then destroy.

26.

Vote Count in Central Office (or at regional site)

- A. Tally sheets, canvass sheets
- B. One copy of all output of computer printer
- C. System log
- D. Ballot images, or ballot sets, produced by voting equipment
- E. Records of any verification of the count (including post election audits) before certification
- F. Records documenting plan and activity to ensure security of records, ballots, equipment and premises, including any breaches of security
- G. Records reflecting the certification of the outcome of the election and copies of notices sent to winning candidates

A-G: Retain 22 months; then destroy.

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Item No.	Description	Retention
27.	Contested Elections and Recounts A. Procedures and guidelines B. Log or diary of activity C. Records created for and during the recount	Retain 22 months; then destroy.
28.	Election Results This file series includes all the official election returns sent to SBE by the Local Boards, as well as final election results certified by SBE or the State Board of Canvassers.	Retain permanently. Transfer to State Archives every five (5) years.
29.	Voter Information by Election A. Election returns by precinct for each election B. Voter registration statistics by precinct for each election C. Voter turnout statistics by precinct for each election D. Precinct map or maps, with boundaries in effect at time of each election E. Computerized file of the statewide voter registration list at the time of each election F. Record of all election related communications maintained by the State Board and the Local Boards	A-E: Retain permanently. Transfer to State Archives every five (5) years. F: Retain 22 months; then destroy.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 1 OF 47
1. Department/Agency State Board of Elections	2. Division Administration	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1. State Board of Elections Meeting Materials	5. Earliest Year/Latest Year <u>2011 to present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes State Board meeting agendas, minutes of open and closed meetings, materials sent to Board members prior to the meeting, and other materials distributed at the meeting. The purpose of this file series is to maintain a record of the official Board meetings and actions taken by the Board.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>Materials from 10-12 meetings per year (1/2 a file drawer)</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Records are retained permanently.	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 (West Wing, main hallway)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Restrictions on access to administrative topics discussed during closed sessions of the Board; Maryland Open Meetings Act, Annotated Code of Maryland, General Provisions Article, Section 3-103.	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 6/1/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 2 OF 47	
1. Department/Agency State Board of Elections	2. Division Administrative Local Boards of Elections	3. Unit n/a			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 2. Local Board Meeting Materials			5. Earliest Year/Latest Year <u>2011 to present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes meeting agendas, minutes of open and closed meetings, materials sent to the Local Board members prior to the meeting, and other materials distributed at the meeting. The purpose of this file series is to retain a record of official Local Board meetings and actions taken by the Local Boards.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>PDFs stored electronically</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>by county</u>		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u> 10. Annual Accumulation <u>< 1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Records are retained permanently.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 (Campaign Finance Division) Local Boards of Elections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No At Local Boards of Elections		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Restrictions on access to administrative topics discussed during closed sessions of the Board; Maryland Open Meetings Act, Annotated Code of Maryland, General Provisions Article, Section 3-103.			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Administration</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>3. General Administrative Records and Correspondence – State Board</p>				<p>5. Earliest Year/Latest Year</p> <p><u>2013 to present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes correspondence with state officials, state and federal agencies, candidates, representatives of political and civic groups, and individuals, as well as publications pertaining to the business of SBE. The purpose of this file series is to retain a record of official communications between SBE and interested parties.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>10. Annual Accumulation</p> <p><u><1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 (West Wing, Main Hallway)</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>			<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>3/13/17</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 4 OF 47	
1. Department/Agency State Board of Elections		2. Division Local Boards of Elections		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 4. General Administrative Records and Correspondence – Local Boards				5. Earliest Year/Latest Year 2011 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes copies of correspondence with state officials, state and federal agencies, candidates, representatives of political and civic groups, and individuals, as well as all manuals and documents sent by SBE to the 24 local boards. The purpose of this file series is to retain a record of communications between the Local Boards and interested parties and of official communications between SBE and the Local Boards.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Varies by Local Board Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation Varies by Local Board Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Local Boards of Elections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for five (5) years; then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Information Technology Local Boards of Elections</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>5. Working Files</p>				<p>5. Earliest Year/Latest Year</p> <p><u>2011 to present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes all working files of a transitory nature and non-record material on employees' workstations and/or SBE servers that do not fall within another file series in the Retention Policy. The purpose of this file series is to retain a record of state business transacted on behalf of SBE and the Local Boards.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p>X Other (specify) <u>Electronic. Files saved on employee hard drives or on SBE/LBE server in shared drive.</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By subject matter</u></p>		<p>9. Volume</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic. On employee hard drives or SBE/LBE server in shared drive.</u></p> <p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic. On employee hard drives or SBE/LBE server in shared drive.</u></p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 Local Boards of Elections</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for five (5) years; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>6/1/17</p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small></p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Information Technology</p>	<p>3. Unit</p> <p>n/a</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>6. IT System Records</p>	<p>5. Earliest Year/Latest Year</p> <p><u>2013 to present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes all records related to any information technology system managed by SBE. This series may include technical, procedural, and IT project management records. The purpose of this file series is to retain a record of SBE's IT systems and the data included therein.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic. On "L" shared drive on SBE server.</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u><1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic. On "L" shared drive on SBE server.</u></p> <p>10. Annual Accumulation</p> <p><u><1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic. On "L" shared drive on SBE server.</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p><small>* Three years after retirement of system or system becomes obsolete.</small></p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 SBE Server Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for three (3) years after retirement of the system or until the system is obsolete and/or the records are no longer relevant; then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>3/13/17</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 7 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Information Technology</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>6. IT System Records – A. Software Licenses</p>				<p>5. Earliest Year/Latest Year</p> <p><u>2013 to present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes licenses for software used by SBE and the Local Boards of Elections. The purpose of this series is to retain information regarding to software licenses used by SBE and the Local Boards of Election.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Compact Disks</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Licensors name</u></p>		<p>9. Volume</p> <p><u><1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Compact Disks</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3*</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>(*after the term of the license has expired)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 IT Division</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for term of license plus three (3) years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>6/1/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 8 OF 47	
1. Department/Agency State Board of Elections		2. Division Administration		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 7. Litigation and Legal Advice			5. Earliest Year/Latest Year 2011 to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes correspondence pertaining to all litigation brought by or against SBE, as well as Opinions of the Attorney General and any formal legal advice rendered. The purpose of this file series is to retain a record of litigation, including any settlements or court orders, and of all formal legal advice. Paper files are stored in file cabinets and digital files (email, word documents, etc.) are stored on the SBE server by corresponding case name or topic.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ File formats are emails, PDFs, Word, and Excel.		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By case name (if litigation)</u> <u>or by topic (if general legal advice)</u>		9. Volume ___ 1 ___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>electronic records (email, word files, etc.)</u> . 10. Annual Accumulation ___ <1 ___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>electronic records (email, word files, etc.)</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___ 5 ___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Records are retained permanently.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200 Annapolis, MD, 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Attorney General's Office, State and Federal Courts (litigation only)</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 9 OF 47	
1. Department/Agency State Board of Elections		2. Division Administration		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 8. Policies and Directives			5. Earliest Year/Latest Year 2011 to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all policies and directives officially adopted by the State Board or Administrator in carrying out mandated duties. The purpose of this file series is to retain a formal record of SBE policies. Paper files are stored by topic in file cabinets. Electronic records (email, word documents, etc.) are stored on the SBE server by corresponding topic.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ File formats include: emails, PDFs, Word, Excel.		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By topic</u>		9. Volume ____ 1 ____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>electronic records (email, word documents, etc.)</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After ____ 5 ____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Records are retained permanently.			
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Local Boards of Elections</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.			
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799 1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Administration</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>9. Legislation</p>				<p>5. Earliest Year/Latest Year</p> <p>2006 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes all correspondence, memoranda, bills (including budget bills), fiscal notes, and related materials regarding legislation proposed by, or affecting, SBE and/or election administration. The purpose of this file series is to keep a record of legislation that affects SBE and election administration.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic (email, word documents, etc.)</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>3</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic (email, word documents, etc.)</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>10</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Maryland General Assembly</u></p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain ten (10) years; then destroy.</p>			
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>3/13/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 11 OF 47	
1. Department/Agency State Board of Elections		2. Division Administration		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 10. Regulations Support Material			5. Earliest Year/Latest Year 2000 to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all records relating to regulations promulgated by, amended by or affecting SBE, including memoranda, research, public notice and comment documents. The purpose of this file series is to keep a record of regulations affecting SBE and the administration of elections.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic files (email, word documents, etc.)</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) By regulation category		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic files (email, word documents, etc.)</u> 10. Annual Accumulation <u>< 1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic files (email, word documents, etc.)</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u> </u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) * When regulation is no longer in effect.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 (IT Conference Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until the regulation is no longer in effect, then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>12</u> OF 47
1. Department/Agency State Board of Elections	2. Division Candidacy & Campaign Finance	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 11. Campaign Finance and Candidacy Records – A. Federal Financial Disclosure Reports	5. Earliest Year/Latest Year <u>2010</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes federal financial disclosure reports filed by federal candidates for the United States House and Senate. The purpose of this series is to maintain federal financial disclosure reports filed by Maryland federal candidates.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u><1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>6</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Clerk of the US House and Secretary of the US Senate (available online)</u>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain six (6) years; then destroy. 2 U.S.C. § 104e(c)	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY <div style="text-align: right;"> <small>PAGE ¹³18A OF 47</small> </div>
1. Department/Agency State Board of Elections	2. Division Candidacy & Campaign Finance	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 11. Campaign Finance and Candidacy Records – B. All documents filed by candidates, political committees, central committees, legislative party caucus committees, or any other person or party in accordance with Title 4 (Political Parties); Title 5 (Candidates); Title 13 (Campaign Finance); Title 14 (Disclosures by Persons Doing Public Business); or Title 15 (Public Financing Act) of the Election Law Article of the Annotated Code of Maryland		5. Earliest Year/Latest Year <u>2010 to present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes disclosure reports filed by various individuals and entities The purpose of this series is to maintain State disclosure reports filed by candidates and other entities.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u><1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>6</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Clerk of the US House and Secretary of the US Senate (available online)</u>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain four (4) years from the date of the election; then transfer to State Archives for permanent retention.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 6/1/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 14 OF 47	
1. Department/Agency State Board of Elections		2. Division Voter Registration & Petitions		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 12. Petitions (New Party, Nominations, Referendum)				5. Earliest Year/Latest Year 2006 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes documents related to petitions for new political parties, nominations and referenda. The purpose of this file series is to keep records of the petition process. Scanned petition pages are scanned in Maryland State Archives standards.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Compact Disks (scanned signature pages)</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By subject matter</u>		9. Volume <u>100</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u> 10. Annual Accumulation <u>varies by election year</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections Warehouse 7364 Baltimore Annapolis Blvd., Glen Burnie, MD 21061			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Paper & scanned documents: Retain for ten (10) years; then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 15 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Budget, Procurement & Personnel</p>	<p>3. Unit</p> <p>n/a</p>			
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>13. Accounting – A. General Accounting Records</p>			<p>5. Earliest Year/Latest Year</p> <p><u>2013 to present</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for general accounting records regarding: A. Bank deposit slips, memoranda of adjustments, and the monthly reports of state funds collected and deposited. The purpose of this file series is to maintain accurate records of SBE's general accounting.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>4</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p><u>1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3*</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>* and all audit requirements have been fulfilled.</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>3/13/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 16 OF 47	
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit n/a			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 13. Accounting – B. Special Accounting Records – Reports of Audits conducted By the Legislative Auditors			5. Earliest Year/Latest Year <u>2006 to present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for special accounting records, namely B. Reports of audits conducted by the legislative auditors, including notes and other correspondence regarding the audit. The purpose of this file series is to maintain accurate records of SBE's special accounting and reports conducted by the legislative auditors.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Approximately 4.64 GB (audits are conducted every 3 years) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Office of Legislative Audits</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for ten (10) years, then destroy			
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 17 OF 47	
1. Department/Agency State Board of Elections		2. Division Budget, Procurement & Personnel		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 13. Accounting – Special Accounting Records – C. Reports of Audits Conducted by Persons or Agencies Other than the Legislative Auditors			5. Earliest Year/Latest Year <u>2006 to present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for C. Reports of audits conducted by persons or agencies other than the legislative auditors. The purpose of this file series is to maintain accurate records of audits conducted by persons or agencies other than the legislative auditors.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u> <small>Note: SBE does not currently have any records relating to audits conducted By persons or agencies other than the legislative auditors. Were a person or Agency other than the legislative auditors to conduct such an audit, however, The retention time indicated in the schedule and the information contained in this Inventory would apply to any records produced.</small>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u> 10. Annual Accumulation _____ Number (federal audits are conducted every ten years) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs, stored electronically</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Records are retained permanently.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE 18 OF 47
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 13. Accounting – D. Special Accounting Records – Federal Grant Financial and Administrative Reports	5. Earliest Year/Latest Year <u>2003 to present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for special accounting records, namely D. Federal grant financial and administrative reports. The purpose of this file series is to maintain accurate records of SBE's administration of federal grants.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>PDFs, excel spreadsheets, stored electronically</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By grant</u>	9. Volume <u>145.7 MB</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>stored electronically</u> 10. Annual Accumulation <u><25 MB</u> Number (monthly reports) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>stored electronically</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) * Life of grant plus three (3) years.	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Federal Election Assistance Commission</u>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for life of grant, plus three (3) years; then destroy.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE 19 OF 47
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 13. Accounting – E. Budget and Fiscal Planning Records	5. Earliest Year/Latest Year <u>2006 to present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for budget and fiscal planning records, including budget estimates, budget schedule amendments, reports of fixed assets, requests for positive action and budget papers and worksheets. The purpose of this file series is to maintain accurate records of SBE's budget and fiscal planning processes.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Stored Electronically (Word documents, PDFs, Excel Spreadsheets)</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By fiscal year</u>	9. Volume <u>20 binders plus approximately 1.51 GB of server space</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders, electronic storage</u> 10. Annual Accumulation <u>2 binders plus approximately 155.6 MB of server space</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders, electronic storage</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3*</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) <small>* and all audit requirements have been fulfilled.</small>	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 20 OF 47	
1. Department/Agency State Board of Elections		2. Division Budget, Procurement & Personnel		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 13. Accounting – F. Payroll Accounting Records				5. Earliest Year/Latest Year <u>2013 to present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for F. Payroll accounting records, including payroll and check registers and payroll transmittals. The purpose of this file series is to maintain accurate records of SBE's payroll accounting process.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3*</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) * and all audit requirements have been fulfilled.			
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Central Payroll Bureau</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.			
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 21 OF 47	
1. Department/Agency State Board of Elections		2. Division Budget, Procurement & Personnel		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 13. Accounting – G. Other Accounting Records				5. Earliest Year/Latest Year 2013 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard state accounting forms, as well as other accounting media, which provide supporting data for all other accounting records, including G. Bank books, statements and deposit receipts, delivery orders and receipts, expense reports, gas withdrawal and mileage tickets, paid bills and invoices, financial reports, and accounts receivable. The purpose of this file series is to maintain records related to SBE's accounting practices.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By fiscal year</u>		9. Volume 15 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 5 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 3* Number <input type="checkbox"/> Month(s) x Year(s) * and all audit requirements have been fulfilled.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE 22 OF 47
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 14. Purchasing Records	5. Earliest Year/Latest Year 2011 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard purchasing forms, as well as other purchasing media, which provide supporting data for special and general purchasing records. The purpose of this file series is to maintain records of SBE's purchasing history.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic files (PDFs, Word, Excel)</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>8</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic files (PDFs, Word, Excel)</u> 10. Annual Accumulation <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic files (PDFs, Word, Excel)</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>5*</u> Number <input type="checkbox"/> Month(s) x Year(s) * and all audit requirements have been fulfilled.	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for five (5) years and until all audit requirements have been fulfilled; then destroy.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 23 OF 47
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 14. Purchasing Records – A. Federal Grant Purchasing Records	5. Earliest Year/Latest Year 2003 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all standard purchasing forms, as well as other purchasing media, which provide supporting data for A. Federal grant purchasing. The purpose of this file series is to maintain records regarding purchases made by SBE pursuant to federal grants.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic (PDFs, Word, Excel)</u>	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By Grantor</u>	9. Volume <1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic (PDFs, Word, Excel)</u> 10. Annual Accumulation <1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic (PDFs, Word, Excel)</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3* Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) * life of grant plus three (3) years	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for life of grant, plus three (3) years; then destroy.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 24 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Budget, Procurement & Personnel</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>15. Personnel Folders</p>				<p>5. Earliest Year/Latest Year</p> <p>2013 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes all standard personnel forms, as well as other personnel media, which provide supporting data for both special and general personnel records. The purpose of this file series is to maintain personnel records for State Board of Elections and Local Board of Elections employees.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By County</u></p>		<p>9. Volume</p> <p><u>6</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation</p> <p><u>1/4</u> file drawer (20-25 hires)</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401</p>		<p>12. File Becomes Inactive After</p> <p><u>3*</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>* after termination of employment.</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Applicable personnel records restrictions pursuant to Md. Code Ann. State Gov't Article § 10-613, found at COMAR 17.04.14 <i>et seq.</i></p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Department of Management & Budget, Workday HR Benefits and Time Tracking System)</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>6/1/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right;">25</div> PAGE 26 OF 47	
1. Department/Agency State Board of Elections		2. Division Budget, Procurement & Personnel		3. Unit Personnel	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 17. Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) Records				5. Earliest Year/Latest Year <u>2014 to present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes complaints or requests for accommodation made under EEO laws or the ADA. The purpose of this file series is to maintain a record of EEO or ADA complaints or requests made by State Board of Elections or Local Board of Election employees.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Stored Electronically (PDFs, Word documents)</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By case name</u>		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box of paper files, plus electronic files</u> 10. Annual Accumulation <u><1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>2*</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) * If employee is involuntarily terminated, retain for two (2) years following involuntary termination		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 Local Boards of Elections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>ADA records are shared with Local Boards of Elections</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable personnel records restrictions pursuant to Md. Code Ann. State Gov't Article § 10-613, found at COMAR 17.04.14 <i>et seq.</i>			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for two (2) years after termination of employment; then destroy. If employee is involuntarily terminated retain for two years following involuntary termination, then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule. (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	
		AGENCY RECORDS INVENTORY PAGE 26 OF 47	
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit Personnel	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title 17. Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) Records		5. Earliest Year/Latest Year 2014 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes complaints or requests for accommodation made under EEO laws or the ADA. The purpose of this file series is to maintain a record of EEO or ADA complaints or requests made by State Board of Elections or Local Board of Election employees.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Stored Electronically (PDFs, Word documents)</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By case name</u> Cases are stored by year and then alphabetically by case name	9. Volume _____ 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box of paper files, plus electronic files</u> 10. Annual Accumulation _____ <1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After _____ 2* Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) * If employee is involuntarily terminated, retain for two (2) years following involuntary termination	
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 Local Boards of Elections		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>ADA records are shared with Local Boards of Elections</u>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable personnel records restrictions pursuant to Md. Code Ann. State Gov't Article § 10-613, found at COMAR 17.04.14 <i>et seq.</i>		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for two (2) years; then destroy. If employee is involuntarily terminated, retain for two (2) years following involuntary termination, then destroy.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 16:01	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 27 OF 47
1. Department/Agency State Board of Elections	2. Division Budget, Procurement & Personnel	3. Unit Personnel	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title 18. Workers' Compensation First Report of Injury Reports	5. Earliest Year/Latest Year 2011 to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes Workers' Compensation First Report of Injury Reports made by SBE or LBE employees. The purpose of this file series is to maintain records for workers' compensation claims.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume ____ <1 ____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation ____ <1 ____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After ____ 5 ____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable personnel records restrictions pursuant to Md. Code Ann. State Gov't Article § 10-613, found at COMAR 17.04.14 <i>et seq.</i>	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for five (5) years; then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 1.2em; margin: 0;"><i>no page 28</i></p> <p>PAGE 29 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Voter Registration & Petitions Local Boards of Elections</p>	<p>3. Unit</p> <p>Voter Registration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>19.Voter Registration – E - F</p>	<p>5. Earliest Year/Latest Year</p> <p>2014 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voter registration records; including: E. Notices returned to election offices by registrants responding to verification or confirmation mailings and F. All records generated in the course of producing acknowledgement notices, confirmation mailings, mail verification or other confirmation of voter status. The purpose of this file series is to maintain accurate records of voter registration activity in Maryland.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Confirmation Mailing Cards</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume</p> <p>_____ varies _____</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>_____ varies _____</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>2</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 Local Boards of Elections</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Local Boards of Elections</u></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain two (2) years; then destroy. 52 USC § 20507(i)(1)</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>3/13/17</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 30 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Voter Registration & Petitions</p>		<p>3. Unit</p> <p>Voter Registration</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>19. Voter Registration – G</p>				<p>5. Earliest Year/Latest Year</p> <p>2014 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voter registration records; including: G. Statistical records of registration, voting and file maintenance activity required for biennial reporting to the Election Assistance Commission (EAC). The purpose of this file series is to maintain Maryland voter registration records for reporting to the EAC. These records are kept on the MD Voters database, a searchable electronic database in the SQL Server format managed by MD Voters software, proprietary software owned by the State Board of Elections. Data in the MD Voters database can read through SQL Server queries with access granted by the State Board. Data captured by MD Voters includes: Voters, Voter Audits, Voting History, Poll Book, Voter Images, Voter Signatures, Residential Addresses and Voter Correspondence.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MD Voters (Searchable Electronic Database)</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By Voter Record</u></p>		<p>9. Volume</p> <p>Current size of MD Voters database is 2743 GB _____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MD Voters (Searchable Electronic Database)</u></p> <p>10. Annual Accumulation</p> <p>Approximately 130 GB per year (varies by year) _____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MD Voters (Searchable Electronic Database)</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>2</u> _____</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Sidus Group, 175 Admiral Cochran Drive, Annapolis, MD 21401</p> <p>TWR Communications, 549 North Centre Street, Cumberland, MD 21501</p> <p>(offsite server host locations)</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain two (2) years; then destroy. 52 U.S.C. § 20507(i)(1)</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>3/13/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 31 OF 47	
1. Department/Agency State Board of Elections	2. Division Voter Registration & Petitions	3. Unit n/a			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 19. Voter Registration – H			5. Earliest Year/Latest Year 2012 to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes voter registration records; including: H. Voter Services Access Logs. The purpose of this series is to maintain records of voter contacts with SBE and the LBEs. These logs are transaction and access logs for the voter services website. Fields include the time the online transaction was started and for the online voter registration system, saved; data about how the user is accessing the online systems (e.g., IP address, device information, browser), data entered by voters using SBE's online voter registration system (e.g., name, address, voter type), SBE's online ballot delivery system (e.g., information used to authenticate the user, whether access attempt was successful), and online voter look-up (e.g., name, address, and date of birth).					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Database Table</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Database Table</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After _____ 4* Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) * Or until next legislative audit is completed.			
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain four (4) years or until next legislative audit, whichever is later; then destroy.			
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 32 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Voter Registration & Petitions</p>	<p>3. Unit</p> <p>Voter Registration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>19. Voter Registration – I & J</p>	<p>5. Earliest Year/Latest Year</p> <p>2012 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voter registration records; including: I. Electronic Registration Information Center (ERIC – a multi-state compact) records, and J. Motor Vehicle Administration (MVA) Registration records. These are both subscription services to which SBE subscribes. SBE uses these records to maintain and update Maryland voter registration records and has access to them through governing Memoranda of Understanding.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p>x Other (specify) <u>Electronic Databases</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p>x Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>By County</p>	<p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>x Other (specify) <u>Electronic Databases</u></p>
<p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Electronic Databases</u></p>		
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, 2nd Floor, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes x No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes x No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None x State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes x No</p>	<p>18. Recommended Retention</p> <p>Retain pursuant to retention provisions of governing Bylaws and Memoranda of Understanding, plus one (1) year; then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>6/1/17</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 33 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Voter Registration & Petitions</p>	<p>3. Unit</p> <p>Voter Registration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>20. Voter Registration Statistics</p>	<p>5. Earliest Year/Latest Year</p> <p>2011 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voter registration statistics. The purpose of this file series is to maintain accurate records of numbers and types of registered voters in Maryland. Statistical reports are produced by the MD Voters database, a searchable electronic database in the SQL Server format managed by MD Voters software, proprietary software owned by the State Board of Elections. Data in the MD Voters database can read through SQL Server queries with access granted by the State Board. Data captured by MD Voters includes: Voters, Voter Audits, Voting History, Poll Book, Voter Images, Voter Signatures, Residential Addresses and Voter Correspondence.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MD Voters (Searchable Electronic Database)</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Voter ID Number</u></p>	<p>9. Volume</p> <p>___ Current size of MD Voters database is 2743 GB ___</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MD Voters (Searchable Electronic Database)</u></p> <p>10. Annual Accumulation</p> <p>___ Approximately 130 GB per year (varies by year) ___</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MD Voters (Searchable Electronic Database)</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>___ 5 ___</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Records are retained permanently.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Sidus Group, 175 Admiral Cochran Drive, Annapolis, MD 21401</p> <p>TWR Communications, 549 North Centre Street, Cumberland, MD 21501</p> <p>(offsite server host locations)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain permanently. Transfer to State Archives every five (5) years.</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>6/1/17</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 34 OF 47	
1. Department/Agency State Board of Elections		2. Division Election Policy		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21. Ballot Materials			5. Earliest Year/Latest Year 2011 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes all ballots approved by SBE, specimen ballots filed with SBE by the local boards, ballot questions and constitutional amendment publications, candidate's lists and related materials. The purpose of this file series is to maintain records of ballots used in Maryland elections.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronically on SBE server.</u> Files are either PDF or Word files.		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By election</u>		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic storage.</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Records are retained permanently.			
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain permanently. Transfer to State Archives every five (5) years.			
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small></p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 35 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Local Boards of Elections</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>22. Ballots and Related Documentation – A - E</p>	<p>5. Earliest Year/Latest Year</p> <p>2014</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes ballots and related documentation, including A. All voted ballots, paper or machine read; B. All provisional ballots and documentation associated therewith; C. Rejected or disallowed ballots and documentation associated therewith; D. Ballot accounting report; E. Spoiled ballots. The purpose of this file series is to maintain records of voted ballots, provisional ballots, rejected ballots and spoiled ballots and the documentation associated therewith.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Cardstock ballots 8.5" x 17"</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By election, by precinct</u></p>	<p>9. Volume</p> <p><u>1</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>storage box</u></p> <hr/> <p>10. Annual Accumulation</p> <p><u>varies by election</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>storage box</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>22</u></p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>24 Local Boards of Elections</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain 22 months; then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>3/13/17</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE 36 OF 47
1. Department/Agency State Board of Elections	2. Division Local Boards of Elections	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 22. Ballots and Related Documentation – F. Unvoted Ballots	5. Earliest Year/Latest Year 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes ballots and related documentation, including F. Unvoted ballots (including pre-printed paper ballots and back-up ballots). The purpose of this series is to retain unvoted ballots until the State deadline for initiating a contest or recount has passed.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape x Other (specify) <u>8.5" x 17" cardstock ballots</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical x Other (specify) <u>By election, by ballot style</u>	9. Volume varies by county _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) <u>storage boxes</u> 10. Annual Accumulation varies by election _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) <u>storage boxes</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly x Annually	12. File Becomes Inactive After <u>2</u> Number x Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Local Boards of Elections	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes x No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No	16. Audit Requirements X None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes x No	18. Recommended Retention Retain until State deadline for initiating contest or recount has passed; then destroy or recycle.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE 37 OF 47
1. Department/Agency State Board of Elections	2. Division Local Boards of Elections	3. Unit n/a
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 23. Voting Location Records Other Than Ballots A - O	5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes voting location records other than ballots and includes: A. the list of voters used in each polling place (precinct register in electronic poll book and back-up paper precinct registers), B. polling place signs, C. records containing voter signatures, D. any other record reflecting the identity of those who cast ballots, F. records of challenges to any person's right to vote, F. records to implement fail safe provisions of NVRA, G. voter assistance records, H. tally sheets, canvass reports and statements of votes, I. reports produced by poll workers, J. reports produced by voting equipment, K. records of write-in votes, L. records of ballot images, M. records of poll worker appointment and service, N. records of poll watcher/challenger appointment and service, O. records of assignment and delivery of voting equipment. The purpose of this series is to maintain records from polling places, other than ballots.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Electronic records (precinct register in electronic pollbook is Uploaded using MD Voters database), paper, larger signs, thermal paper records	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By election and precinct</u>	9. Volume ____ varies ____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual Accumulation ____ varies ____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 22 Number x Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Local Boards of Elections	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes x No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 22 months; then destroy.	
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator	20. Telephone Number 410-269-2843	21. Date 3/13/17

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 38 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Local Boards of Elections</p>	<p>3. Unit</p> <p>n/a</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>23 Voting Location Records Other Than Ballots – P. Signed Voter Authority Cards</p>	<p>5. Earliest Year/Latest Year</p> <p>2013 to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voting location records other than ballots, including P. Signed Voter Authority Cards and documents used during the same day address change process. The purpose of this series is to maintain records of signed voter authority cards and documents related to the same day address change process.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Voter Authority Cards printed on thermal paper, 4.5" x 6"</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><u>By precinct.</u></p>	<p>9. Volume</p> <p><u>varies by county based on voter turnout.</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>varies by county based on voter turnout.</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>24 Local Boards of Elections</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain three (3) years; then destroy. Md. Code Ann. Elec. Law § 2-106(a)(2)</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>3/13/17</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 39 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Voting Systems Local Boards of Elections</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>23. Voting Location Records Other Than Ballots – Q. Data stored on any removable data storage device.</p>			<p>5. Earliest Year/Latest Year</p> <p><u>2016</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voting location records other than ballots, including Q. Voting system (results, ballot images, transaction logs) and electronic pollbook (voter information, transaction logs, voting history) data stored on any removable data storage device (e.g., flash drive). The purpose of this file series is to retain any data stored at the voting location.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p>x Other (specify) <u>Flash drive or other external memory device.</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p>x Other (specify) <u>By precinct and voting machine</u></p>		<p>9. Volume</p> <p>____varies by County____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>x Other (specify) <u>One flash drive per voting machine</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly x Annually</p>		<p>10. Annual Accumulation</p> <p>____<1____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>x Other (specify) <u>Storage box</u></p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Local Boards of Elections</p>		<p>12. File Becomes Inactive After</p> <p><u>2</u></p> <p>Number x Month(s) <input type="checkbox"/> Year(s)</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>x Yes <input type="checkbox"/> No</p> <p>Can be accessed subject to election contest or recount, Md. Code Ann. Election Law §§ 12-101, 12-201.</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes x No</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes x No</p>		<p>16. Audit Requirements</p> <p>X None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>6/1/17</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 40 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Local Boards of Elections</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>23. Voting Location Records Other Than Ballots – R. Records of service maintenance to voting equipment at the polling place</p>				<p>5. Earliest Year/Latest Year</p> <p>2016 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes voting location records other than ballots, including: R. Records of service maintenance to voting equipment at the polling place. The purpose of this file series is to retain records of service to voting equipment.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><u>By voting machine</u></p>		<p>9. Volume</p> <p><u>varies based on number of voting machines</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p><u><1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u> </u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>* Equipment is no longer in use.</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Local Boards of Elections</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for life of equipment, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>3/13/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 41 OF 47	
1. Department/Agency State Board of Elections		2. Division Local Boards of Elections Voter Registration & Petitions		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 24. Absentee Voting Other Than Ballots				5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes records relating to absentee voting, other than absentee ballots, and includes: A. Applications for absentee ballots; B. Envelopes in which absentee ballots are returned; C. Records of challenges to and rejection of absentee ballots; D. Records of log of the administration of absentee voting; E. Undeliverable or surrendered ballots. The purpose of this file series is to maintain records related to absentee voting, other than absentee ballots.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Postcards, envelopes</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By batch of 25</u>		9. Volume ___ varies by County ___ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual Accumulation ___ varies by County ___ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___ 22 ___ Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Local Boards of Elections (by County) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 (Overseas and Military voters)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 22 months; then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 42 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Voting Systems Local Boards of Elections</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>25. Voting Equipment Preparation</p>				<p>5. Earliest Year/Latest Year</p> <p>2014 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes records relating to voting equipment preparation for voting systems and electronic poll books, including: A. Voting system database, election definition, ballot design; B. Records of programming and testing of voting equipment; C. Records of programming (“burning”) removable data storage devices for voting equipment; D. Records of pre-election logic and accuracy (L&A) testing of voting equipment; E. Test decks. The purpose of this file series is to maintain records of configuring settings for an election and preparing and testing the voting system for an election to ensure that it is accurately counting and tabulating votes.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Thermal paper tapes, test decks (sample ballots)</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p> <p><u>By precinct and election</u></p>		<p>9. Volume</p> <p>____ varies by number of precincts _____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>____ varies by number of precincts _____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>22</u></p> <p>Number x Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>LBEs?</p> <p>Local Boards of Elections</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain 22 months; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>6/1/17</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 43 OF 47	
1. Department/Agency State Board of Elections		2. Division Local Boards of Elections		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26. Vote Count in Central Office (or at regional site)				5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes records relating to the vote count in the central office (or at a regional site) including: A. Tally sheets, canvass sheets; One copy of computer printer output; C. System log; D. Ballot images produced by voting equipment; E. Records of any verification of the count before certification; F. Records documenting plan and activity to ensure security of records, ballots, equipment, etc.; G. Records reflecting the certification of the outcome of the election and copies of notices sent to winning candidates. The purpose of this file series is to retain records relating to the vote count.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic (Word documents, Excel spreadsheets); flash Drive (system log and ballot images)</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ <u>By precinct</u>		9. Volume _____ varies by County _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation _____ varies by County _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After 22 Number x Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) LBES? Local Boards of Elections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes x <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x <input checked="" type="checkbox"/> No			16. Audit Requirements X None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes x <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 22 months; then destroy.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 44 OF 47</p>	
<p>1. Department/Agency</p> <p>State Board of Elections</p>		<p>2. Division</p> <p>Election Policy Local Boards of Elections</p>		<p>3. Unit</p> <p>n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>27. Contested Elections and Recounts</p>				<p>5. Earliest Year/Latest Year</p> <p>2014 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes records relating to contested elections and recounts, including A. procedures and guidelines; B. logs or diary of activity; and C. records created for and during the recount. The purpose of this file series is to maintain records of contested elections and recounts.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic Storage (Excel Spreadsheets)</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By election</u></p>		<p>9. Volume</p> <p>___ varies by county/by election ___</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic Storage (Excel Spreadsheets)</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>___ 22 ___</p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Local Boards of Elections State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain 22 months; then destroy.</p>			
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>		<p>20. Telephone Number</p> <p>410-269-2843</p>		<p>21. Date</p> <p>3/13/17</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small></p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 45 OF 47</p>
<p>1. Department/Agency</p> <p>State Board of Elections</p>	<p>2. Division</p> <p>Election Policy</p>	<p>3. Unit</p> <p>n/a</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>28. Election Results</p>	<p>5. Earliest Year/Latest Year</p> <p><u>2011</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This file series includes all the official election returns sent to SBE by the Local Boards, as well as final election results certified by SBE or the State Board of Canvassers, from both primary and general elections. The purpose of this file series is to retain records of Maryland election results.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><u>By county/by election</u></p>	<p>9. Volume</p> <p><u>4</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><u><1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>0</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Records are retained permanently.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain permanently; transfer to State Archives every five (5) years.</p>	
<p>19. Name and Title of Preparer</p> <p>Nikki Charlson, Deputy Administrator</p>	<p>20. Telephone Number</p> <p>410-269-2843</p>	<p>21. Date</p> <p>3/13/17</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 46 OF 47	
1. Department/Agency State Board of Elections		2. Division Election Policy Local Boards of Elections		3. Unit n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 29. Voter Information by Election, A – E.				5. Earliest Year/Latest Year 2011 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes voter information by election, including: A. Election returns by precinct for each election; B. Voter registration statistics by precinct for each election; C. Voter turnout statistics by precinct for each election; D. Precinct map or maps, with boundaries in effect at time of each election (these maps are created, stored and provided by the Maryland Department of Planning Data Center); E. Computerized file of statewide voter registration list at the time of each election. The purpose of this file series is to maintain precinct-level voter information by election.					
7. Record Series Format(s) List all: <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape x Other (specify) <u>MD Voters (Electronic Database); PDFs (maps)</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical x Other (specify) <u>By election</u>		9. Volume Current size of MD Voters database is 2743 GB _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) <u>MD Voters (Electronic Database); other electronic storage</u> 10. Annual Accumulation Approximately 130 GB per year (varies by year) _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) <u>MD Voters (Electronic Database); other electronic storage</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly x Annually			12. File Becomes Inactive After 0 _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Records are retained permanently.		
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200 Annapolis, MD 21401 Local Boards of Elections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes <input type="checkbox"/> No * (precinct maps) * Maryland Department of Planning Data Center		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No			16. Audit Requirements X None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes x No			18. Recommended Retention Retain permanently; transfer to State Archives every five (5) years.		
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 3/13/17	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE 47 OF 47	
1. Department/Agency State Board of Elections	2. Division Election Policy Local Boards of Elections	3. Unit n/a			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 29. Voter Information by Election – F. Elections Communications Log			5. Earliest Year/Latest Year 2014 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file series includes voter information by election, including: F. Elections Communications Log. The purpose of this file series is to maintain the log the State Board and the Local Boards are required by regulation to maintain for each election day. The log includes information about each election day caller.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Storage (Excel Spreadsheet)</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ <u>By election</u>		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Storage (Excel Spreadsheet)</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After _____ Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401 Local Boards of Elections		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain 22 months; then destroy.			
19. Name and Title of Preparer Nikki Charlson, Deputy Administrator		20. Telephone Number 410-269-2843		21. Date 6/1/17	